

Student Fees, Fines, and Charges

Procedure 3520P

Student fee schedules for individual buildings must be approved on an annual basis. Each building will submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines will be used:

1. Class registration literature will describe fees for each class or activity and the process for obtaining a waiver or fee reduction;
2. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district will furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials;
3. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety;
4. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected;
5. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks;
6. Security deposits for the return of materials or equipment may be collected. Provisions will be made to return the deposit when the student returns the item at the conclusion of the school term; and
7. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Fees will not be levied for:

1. Field trips required as part of a basic educational program or course;
 2. Textbooks (non-consumable) that are designated as basic instructional material for a course of study; or
 3. Instructional costs for necessary staff employed in any course or educational program.
- Fee waivers and reductions will be granted to students whose families would have difficulty paying by reason of their low income. For students and families participating in the national school lunch program, the school breakfast program, or both, the USDA Child Nutrition Program guidelines will be used to determine qualification for a fee waiver or reduction. The District will annually distribute and collect information and an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals in compliance with chapter 28A.235 RCW, Policy 6700, and procedure 6700P.

If a student has not paid for five or more previous meals, the school shall follow the procedures and requirements contained in Policy 6700 and Procedure 6700P.

Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts, and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining

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to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. This information will be communicated to the enrolling district within two school days and the confirming records will be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the board. Care will be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension.

All fees will be deposited with the business office on a regular basis. The respective departments and schools will be credited by the amount of their deposit.

Fees collected from students shall be limited to those listed in this regulation and/or those authorized in writing by the Superintendent.

No one other than persons designated by the building principal of each school may collect any student fees.

REQUIRED FEES AND CHARGES

A. Outdoor School	
B. Lost School Property	Estimated Current Value
C. Damaged School Property	Estimated Damage
D. Library Fines	(see school handbook)
E. Damaged textbooks/library books/instructional material	Estimated Damage
F. Early Entrance Screening Fee	\$75
G. Musical Instrument	\$20

Students are required to provide basic materials, i.e. pencils, paper, crayons, physical education clothing, football shoes and socks, rally squad uniforms. Employees may require students to provide only those materials authorized by the building principals.

WAIVER OF REQUIRED FEES

A waiver of required fees may be allowed for those students whose families meet the USDA Child Nutrition Program Income Guidelines. These guidelines are based on the federal income poverty guidelines and are revised annually. The eligibility criteria is 130% of the income poverty guidelines for free and 185% for reduced-price meals. An application for waiver of student fees is available in each school office.

OPTIONAL FEES AND CHARGES

An optional fee is one that may or may not be paid according to the discretion of the student and one that does not represent payment for a portion of the student's basic educational program.

ELEMENTARY SCHOOLS

A.	Breakfast	
1.	Student	1.70
2.	Student – Reduced	Free
3.	Adults	2.10
B.	Lunches	
1.	Type “A” Lunch	2.90
2.	Type “A” Lunch – Reduced K-3	Free
3.	Type “A” Lunch – Reduced 4-5	.40
4.	Adult Lunch w/o Milk	3.70
5.	Milk	.35
C.	Student Insurance	As Per Vendor Charge
D.	Paperback/School Book Club	As Per Vendor Charge
E.	School Pictures	As Per Photographer Charge

MIDDLE SCHOOLS

A.	Breakfast	
1.	Student	1.70
2.	Student – Reduced	Free
3.	Adults	2.10
B.	Lunches	
1.	Type “A” Lunch	3.15
2.	Type “A” Lunch – Reduced	.40
3.	Adult Lunch w/o Milk	3.70
4.	Milk	.35
C.	Student Insurance	As Per Vendor Charge
D.	Student Pictures	As Per Photographer Charge
E.	ASB Card	
	Middle School Event Only	15.00
	All District Card	25.00
F.	Athletic Events	No Charge
G.	Yearbook	
1.	With ASB Card	23.00 (28.00 After Winter Break)
2.	Without ASB Card	27.00 (32.00 After Winter Break)
H.	Student Newspaper	No Charge
I.	Student Organization Dues	Varies w/Club or Activity
J.	Football Mouthpieces	No Charge
K.	Class Material	Designated in Course Catalog
L.	Athletic/Activity Participation Fee	20.00 per sport/activity

KELSO HIGH SCHOOL

A.	Cap, Gown & Tassel	As Per Vendor Charge
B.	Graduation Announcements & Name Cards	As Per Vendor Charge
C.	ASB Card	45.00
D.	Varsity Athletic Events	
	1. Visiting Students w/ASB Card	4.00
	2. KHS Student w/o ASB Card	6.00
	3. Adult	6.00
	4. Students, K-8	4.00
	5. Family Pass (Fall Season)	70.00
	6. Family Pass (Winter Season)	70.00
	7. Employee Pass (Annual)	30.00
E.	Breakfast	
	1. Student	1.70
	2. Student – Reduced	.40
	3. Adults	2.10
F.	Lunches	
	1. Type “A” Lunch	3.15
	2. Type “A” Lunch – Reduced	.40
	3. Adult Lunch w/o Milk	3.70
	4. Milk	.35
G.	Student Insurance	
H.	Student Pictures	
	1. Graduation Pictures	As Per Photographer Charge
	2. Other	As Per Photographer Charge
I.	Yearbook	
	1. With ASB Card	50.00 (55.00 After Spring Break)
	2. Without ASB Card	55.00 (60.00 After Spring Break)
J.	Student Newspaper	No Charge
K.	Student Organization Dues	Varies w/Club Activity
L.	Football Mouthpieces	No Charge
M.	Class Material	Designated in Course Catalog
N.	Transcripts	2.00 (First 2 are free)
O.	Athletic/Activity Participation Fee	50.00 per sport/activity

ADOPTED: 11.4.73

REVISED: 1983 | 1986 | 1988 | 1989 | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2002 | 2002 | 2003 | 2004 | 2005 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2018 | 2019 | 10.7.19

APPLICATION FOR STUDENT FEE WAIVER

Name of Student: _____

School: _____ Type of Fee: _____

Regular Fee Charge: _____ No. in Family: _____

Reason for requested fee relief:

Parent/Guardian Signature: _____

Date: _____

Reference: Procedure 3520

KELSO SCHOOL DISTRICT NO. 458

Date: _____

Dear _____,

This is to verify that your application for a student fee waiver on behalf of

_____ in regard to the _____
(Name of student)

fee has been received and approved disapproved.

Therefore, the fee to be charged shall be. \$ _____

If you have any questions, please inquire at the school office.

Sincerely,

Comments:

Reference: Procedure 3520

White: Parent/Guardian

Pink: Office

Yellow: District Office